

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF 2 PAGES
2. CONTRACT NUMBER	3. SOLICITATION NUMBER HRSA-232-BPHC-01(1)	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 12/1/2000	6. REQUISITION/PURCHASE NUMBER HRSA-232-BPHC-0001(1)	
7. ISSUED BY Contract Operations Branch, DGPM/OMPS/HRSA/HHS 5600 Fishers Ln, Parklawn Building, Room 13A-19 Rockville, MD 20857		8. ADDRESS OFFER TO (If other than Item 7) Same as Item 7.			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and Nine (9) copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Same as Item 7. until 2 p.m. local time 01/16/2001
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Frantz Richard	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 301 443-0687	C. E-MAIL ADDRESS frichard@hrsa.gov
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NUMBER		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER				

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()			23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise)	
24. ADMINISTERED BY (If other than Item 7) CODE			25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)			27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
			28. AWARD DATE	

PART I - THE SCHEDULE

SECTION A - TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>
A	Table of Contents and Standard Form 33, Solicitation, Offer and Award
B	Supplies or Services and Prices/Costs
C	Description/Specification/Work Statement
D	Packaging and Marking
E	Inspection and Acceptance
F	Deliverables or Performance
G	Contract Administration Data
H	Special Contract Requirements
I	Contract Clauses
J	List of Attachments
K	Representations, Certifications and Other Statements of Offerors
L	Instructions, Conditions, and Notices to Offerors
M	Evaluation Factors for Award

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1. PURPOSE OF CONTRACT

The purpose of this contract is for the Contractor to plan, organize, conduct, and facilitate all conferences and meetings for the National Health Service Corps (NHSC) sponsored-orientation conferences.

B.2. CONSIDERATION AND PAYMENT

In consideration of the satisfactory performance of these services, which are described in detail in Section C, the Contractor shall be compensated in accordance with the following schedule:

	<u>Estimated Cost</u>	<u>Fixed Fee</u>	<u>Total Estimated Cost Plus Fixed Fee</u>
Base Year	\$ _____	\$ _____	\$ _____
Option Year 1	\$ _____	\$ _____	\$ _____
Option Year 2	\$ _____	\$ _____	\$ _____
Option Year 3	\$ _____	\$ _____	\$ _____
Option Year 4	\$ _____	\$ _____	\$ _____
Total All Years	\$ _____	\$ _____	\$ _____

B.2.1. Estimated Cost and Fixed Fee

1. The total estimated cost of this contract, exclusive of fixed-fee is \$_____. The fixed fee is \$_____ and the total estimated cost plus fixed-fee is \$_____.

2. The Government shall not be obligated to reimburse the Contractor for costs incurred in excess of the contract amount, and the Contractor shall not be obligated to continue performance under the contract or otherwise incur costs in excess of the contract amount unless and until the Contractor has received written notification from the Contracting Officer which modifies the contract amount. No notice, communication, or representation in any other form, or from any person other than the Contracting Officer shall affect the amount of this contract.

PART I - THE SCHEDULE

SECTION B

3. Total funds currently available for payment and allotted to this contract are \$_____ of which \$_____ represents the estimated reimbursable costs and \$_____ represents the fixed-fee. For further provisions on funding, see the clause FAR 52.232-22, Limitation of Funds (Apr 1984).

4. It is estimated that the amount currently allotted will cover performance through _____.

5. The Contracting Officer may allot additional funds to the contract without concurrence of the Contractor.

B.2.2. Allowable Costs

The costs determined by the Contracting Officer to be allowable in accordance with FAR Clause 52.216-7, Allowable Cost and Payment (MAR 2000) of the General Provisions and the provisions of this Article.

B.2.3. Direct Costs

The Contractor will be reimbursed for all costs as described below, incurred directly and specifically in the performance of this contract, claimed by the Contractor, and accepted by the Contracting Officer:

1) Salaries and wages of the Contractor's employees directly employed in performing the work required by this contract. Related fringe benefits if treated as a direct cost; otherwise, fringe benefits may be claimed as part of indirect costs below.

2) Materials and services required in the performance of this contract, after deducting all discounts for the purchase of such materials and services.

3) Consultant fees or other payments to consultants required in the performance of this contract, provided, that such fees or payments shall not exceed the daily rate of \$ (To be inserted at contract award) per day, exclusive of travel costs without the written approval of the Contracting Officer.

PART I - THE SCHEDULE

SECTION B

4) Travel and subsistence expenses exclusively in direct performance of this contract. The Contractor shall be reimbursed for transportation costs and travel allowances in accordance with the established policy of the Contractor, but subject to the following limitations:

a) Such transportation cost shall not be reimbursed in an amount greater than the cost of first class rail or of economy air travel, unless economy air travel and economy air travel space are not available and the Contractor certifies to the facts in the voucher or other documents submitted for reimbursement. Travel allowances for per diem shall be reimbursed in accordance with the Contractor's established policy, but in no event shall such allowances exceed \$75.00 per day except within the corporate limits of those cities and other specified areas where higher ceiling rates have been established by the General Services Administration for Civil Service employees in travel status.

b) The Contractor shall be reimbursed for the cost of travel performed by its personnel in their privately owned automobile at the **current prevailing government rate (of 32.5 cents at present)**, not to exceed the cost by the most direct economy air route between the points so traveled. If more than one person travels in such automobile, no additional charge will be made by the Contractor for such travel between such points.

B.2.4. Prior Authorization of Certain Direct Costs

Subcontracts and Purchase Orders:

1) Requirements for purchase orders and subcontracts are governed by FAR Clause 52.244-2, Subcontracts (AUG 1998) of the General Provisions except as may be indicated herein.

2) The Contractor shall not incur any of the following costs without the prior written approval of the Contracting Officer. Incurrence of such costs with the intent of claiming reimbursement as direct costs under this contract shall be at the Contractor's own risk:

a) Purchase or rental of any item of equipment including furniture or office equipment regardless of cost.

b) Any rental agreement for real or personal property, or any term contract for maintenance.

c) Travel for general scientific meetings.

PART I - THE SCHEDULE

SECTION B

d) Rearrangement, alternation, or relocation of facilities.

B.2.5. Indirect Costs

Pursuant to the General Provisions of this contract and FAR Clause, 52.216-7, Allowable Cost and Payment (MAR 2000), the following rates are established:

- a) Fringe Benefits: _____%
- b) Overhead: _____%
- c) G&A: _____%.